

**National Aeronautics and Space Administration
Goddard Space Flight Center**

**Fiscal Year (FY) 2002 Affirmative Employment Program
Accomplishment Report for Women and Minorities**



**NATIONAL AERONAUTICS AND SPACE ADMINISTRATION
GODDARD SPACE FLIGHT CENTER
AFFIRMATIVE EMPLOYMENT PROGRAM FOR MINORITIES AND WOMEN
FY 2002 Affirmative Employment Program Accomplishment Report**

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- Summary Analysis of Workforce
 - Accomplishment Report on Objectives and Action Items
 - Noteworthy Activities and Initiatives
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Name of Origination: Goddard Space Flight Center

Address of Organization: Greenbelt, Maryland 20771

Organizational Level: Installation

Number of Employees Covered by Plan:

<u>Total:</u>	<u>3250</u>
Professional	2144
Administrative	626
Technician	271
Clerical	165
Blue Collar	44

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Name of Title of Principal EEO Official:
Dillard Menchan
Chief, Equal Opportunity Program Office

Signature of Principal EEO Official _____ Date _____

Certifies That This Report Is In Compliance With EEO-MD-714

Name and Title of Head of Organization or Designated Official Who Certifies That This Report Is In Compliance With EEO-MD-714

A. V. Diaz (Date)
Director
Goddard Space Flight Center

**NASA's Goddard Space Flight Center
Affirmative Employment Program
Accomplishment Report – FY 2002**

OVERVIEW

The Goddard Space Flight Center is located in a Maryland suburb outside of Washington, DC, and is home to the Nation's largest organization of combined scientists and engineers dedicated to learning and sharing their knowledge of the Earth, solar system, and Universe. GSFC revolutionizes knowledge of the Earth and the universe through scientific discovery from space to enhance life on Earth. We serve the scientific community, inspire the Nation, and foster education.

Goddard Officials also manage the activities of the Wallops Flight Facility (WFF) on Wallops Island, on the Eastern shore of Virginia, The Goddard Institute for Space Studies (GISS) in New York City, and the Independent Verification and Validation (IV&V) Facility in Fairmount West Virginia.

INTRODUCTION

This provides an overview of the GSFC-wide FY 2002 Affirmative Employment Program Accomplishment Report for Minorities and Women.

PURPOSE

The FY 2002 Accomplishment Report examines Goddard Space Flight Center's (GSFC) progress in improving employment and advancement opportunities for minorities and women. It also documents attainment of objectives as outlined in GSFC's Multi-Year (FY 1988-FY 1992) Affirmative Employment Program Plan.

AUTHORITY

The legal authority for developing accomplishment reports and affirmative employment plans for minorities and women is derived from Section 717, Title VII of the Civil Rights Act of 1964, as amended, and Executive Order 11478, as amended by Executive Order 12106.

Guidance on preparation of accomplishment reports is contained in the Equal Employment Opportunity Commission's EEO Management Directive 714, dated October 6, 1987.

DATA SOURCE

The employment statistics for occupational categories (Professional Administrative Technical, Clerical, Other and Blue Collar (PATCOB)) was obtained from the GSFC Workforce Information Tool managed by the Office of Human Resource's Workforce Planning Office.

To determine underrepresentation in GSFC's occupational categories, statistics for the PATCOB categories (Professional and Administrative) were compared to the 1990 National Civilian Labor Force (CLF). Comparisons of Clerical, Blue Collar, and Technical workforces were made using local CLF percentages provided by EEOC in 1991, under the title of "Census Availability Data". Mission-related occupations were compared to the 1990 CLF data issued by the Bureau of the Census.

**NASA's Goddard Space Flight Center
Affirmative Employment Program
Accomplishment Report – FY 2002**

Cover Page shows the name of the agency, the number of employees covered, and the signatures of the Principal EEO Official and the Head of the Agency.

Work Force Analysis provides a narrative about the employment of EEO groups in the occupational categories, mission-related occupations and grade groupings as compared to the applicable national civilian labor force data. For purposes of this analysis, EEO groups are White men, White women, Black men, Black women, Hispanic men, Hispanic women, Asian American/Pacific Islander men, Asian American/Pacific Islander women, American Indian/Alaskan Native men and American Indian/Alaskan Native women. *(Note: Percentages in the workforce analysis are rounded and in some instances may not equal 100 percent.)*

Accomplishment Report of Objectives and Action Items documents progress on achievement of objectives and action items targeted in GSFC's multi-Year (FY 1988-FY 1992) Affirmative Employment Program Plan and plan updates for Minorities and Women.

Noteworthy Accomplishments and Activities highlight GSFC's achievements in improving employment and advancement opportunities for minorities and women during FY 2002.

SUMMARY OF FINDINGS

1. All EEO groups are represented in the GSFC workforce.
2. The total GSFC workforce reflects:
 - Representation of non-minority females, Hispanic males and females, and Native Americans is less than their representation in the National CLF.
3. PATCOB analysis reflects:
 - Professional occupations reveal significant underrepresentation of non-minority females.
 - Asian/Pacific Islander females, and American Indian/Alaska Native females are not represented in the Technical occupational category.
 - Asian/Pacific Islander males and American Indian/Alaska Native males are not represented in the clerical occupational category.
 - Non-minority females, Hispanic males and females, Asian/Pacific Islander females, and American Indian/Alaska Native males and females are not represented in the Blue-Collar occupational category.

4. Mission Related Occupation analysis reflect:

- Of the nine mission-related occupations, American Indian/Alaska Natives males and females are absent in eight occupations.
- Hispanic females and African American females are not represented in Astronomy and Space Science occupations.
- African American males and Hispanic males are not represented in Financial Administration occupations.
- Asian males are not represented in Administrative occupations.

5. Grade groupings reflect:

- The largest portion of the GSFC workforce is concentrated in GS 13 – 15 grouping. However, all EEO groups also have the largest portions of their populations in this grouping except for Black females who are concentrated in the GS 9 – 12 grade group.
- Black females, Hispanic females, Asian/PA females, and Native American males and females are not represented in the Executive levels (Senior Executive Service).

**NASA's Goddard Space Flight Center
Affirmative Employment Program
Accomplishment Report – FY 2002**

Summary Analysis of Workforce

An analysis of Goddard Space Flight Center's (GSFC) workforce was conducted on Equal Employment Opportunity (EEO) groups representation of Professional, Administrative, Technical, Other, and Blue Collar (PATCOB) categories, in major occupations and by grade groupings as compared to their representation in the National Civilian Labor Force (CLF) for Professional and Administrative groups and Regional (Washington, DC – MD – VA) CLF for Technician, Clerical, and Blue Collar groups.

PATCOB

Professional

GSFC's professional occupations constitute 66.0 percent of all civil service permanent (FT/PT) positions. This category increased by 6.0 percent in FY 2002 as compared to FY 2001. Minorities occupy 22.6 percent of these jobs, which is above the 13.8 percent representation of the National CLF. Total female representation is 24.0 percent which is below the National CLF. Further delineation of major professional occupations reveals significant underrepresentation of White women in all of the skill groups listed below and underrepresentation of minority women in Geophysics:

<u>Title</u>	<u>Code</u>	<u>– National CLF (percent)</u>				
		<u>White</u>	<u>Black</u>	<u>Hisp.</u>	<u>Asian</u>	<u>Am. Ind</u>
Computer Engineering	(GS-854)	-5.1				
General Physical Science	(GS-1301)	-11.9				
Geophysics	(GS-1313)	-25.3	-2.3			
Meteorology	(GS-1340)	-20.3	-2.3			

During FY 2002 professional employment profiles changed as follows: (FY 2001 to FY 2002): White males (+65), White females (+109), Black males (+23), Black females (+41), Hispanic males (- 5), Hispanic females (+10), Asian male (-11), Asian female (+10), Native American men (+0), Native American women (0).

The professional category has increased from last year's numbers due to a return to near normal levels of hiring. This hiring allowed for some gains in areas of underrepresentation in some occupations.

Administrative:

Positions in this category decreased by 3.0 percent. This category encompasses the second largest portion of the GSFC workforce at 19.3 percent. Underrepresentation of Hispanic males, Hispanic females, and Asian males in administrative occupations is being addressed in current action items. Large portions of our administrative positions have come from the clerical pool. GSFC is continuing efforts to increase representation of underrepresented groups in our clerical pool with the added anticipation that there will be corresponding increases in the representation of underrepresented groups in administrative occupations. The total representation of minorities (24.0 percent) and women (70.0 percent) is above their National CLF. Losses occurred in the profiles of White males (-38), White females (-51), Black males (-8), Black females (-26), Hispanic females (-3), Hispanic females (-2), Asian females (-1) and Native American females (-1). An increase is reported in the profile of Asian American males (+1). Native American male representation remains consistent with FY 2001.

Technical:

There was a decrease of 9 positions during FY 2002 for a total of 271, which constitutes 8.3 percent of the total workforce. Minorities (28.7 percent) and women (31.6 percent) are above their regional CLF. Specifically, White females (16.9 percent), Hispanic males (0.4 percent), Hispanic females (0.0 percent), Asian males (0.7 percent), Asian females (0.0 percent), Native American males (0.3 percent) and Native American females (0.0 percent) are below their CLF, while White males (54.2 percent), Black males (13.6 percent), and Black females (14.0 percent), are above their CLF.

Clerical:

This occupational series has 165 positions, 5.1 percent of the GSFC labor force serve in clerical positions, which is slightly below FY 2001 levels. However, 93.3 percent are females, which is significantly above the CLF. Total minorities (33.9 percent) are above the CLF. Underrepresentation is noted in the following groups: White males (6), Black males (4), Asian males (0), Asian females (1), and Native American males (0).

Blue Collar:

Forty-four employees, constituting 1.4 percent of the GSFC workforce, serve in blue-collar positions. Total minority (45.4 percent) representation is significantly above the CLF, while women (2.3 percent) is significantly below the CLF. Specifically, the profiles of White females (0), Black females (1), Hispanic males (0), Hispanic females (0), Asian females (0), and Native American males are below the CLF.

**NASA's Goddard Space Flight Center
Affirmative Employment Program
Accomplishment Report – FY 2002**

Major Occupations

GS-861 Aerospace Engineer:

This category, the largest of all of the major occupations, comprises 17.9 percent of the GSFC workforce. Ninety-one percent (529) of the positions are graded GS -13–15. Representation for this occupations is as follows: White males (65.5 percent), White females (13.4 percent), Black males (5.8 percent), Black females (2.2 percent), Asian males (6.5 percent), Asian females (1.9 percent), Hispanic males (3.6 percent), Hispanic females (0.9 percent), Native American males (0.0 percent), and Native American females (0.2 percent). Total female representation at 18.5 percent is above the CLF, and total minority representation of 21.0 is above the CLF except for Native American males and Asian males whose representation is below their CLF.

GS-801 General Engineer:

The number of employees in this occupation is 222, which is 6.8 percent of the workforce. Eighty-nine percent (197) of the positions are graded GS-13-15. The workforce distribution by race is as follows: White males (69.8 percent), White females (12.2 percent), Black males (5.0 percent), Black females (1.4 percent), Asian males (5.9 percent), Asian females (0.5 percent), Hispanic males (4.5 percent), Hispanic females (0.9 percent). Female and minority representation remains consistent with or above the CLF except for Asian males and Native American males and females who are below their CLF.

GS-855 Electronics Engineer:

The number of employees in this group increased by 4 during FY 2002 to 221. Eighty-four percent of the positions are graded GS-13-15. Occupation representation is as follows: White males (63.3 percent), White females (8.1 percent), Black males (5.4 percent), Black females (2.3 percent), Asian males (9.0 percent), Asian females (3.2 percent), Hispanic males (7.7 percent), and Hispanic females (0.5 percent). Overall minority and female representation is above the National CLF.

GS-854 Computer Engineer:

This occupational group has 334 employees constituting 10.2 percent of the total workforce. Eighty-four percent of these positions are graded GS 13-15. Representation reflects: White males (58.4 percent), White females (20.4 percent), Black males (6.3 percent), Black females (3.3 percent), Asian males (6.0 percent), Asian females (3.0 percent), Hispanic males (1.5 percent), and Hispanic females (1.2 percent). Minorities comprise 21 percent of this group,

which is above the CLF. Females comprise (27.8 percent), which is slightly below the CLF. White females (18 percent) are slightly below the CLF as well as Native Americans who are not represented in this occupation.

GS-1330 Astronomy and Space Science:

During FY 2002 the number of employees in this series remained consistent with FY 2001 levels. These positions constitute 7.8 percent of the professional population and 5.1 percent of the total workforce. Ninety-five percent of the grades are GS 13-15. Occupation distribution shows: White males (83.3 percent), White females (8.3 percent), Black males (1.2 percent), Asian males (4.2 percent), Asian females (0.6 percent), and Hispanic males (2.4 percent). Total female (8.9 percent) representation was below the CLF of 12.9 percent. Minority representation (7.7 percent) was also below the CLF of 9.2 percent. Asian females (0.6 percent) were slightly below the CLF. White males (83.3 percent) and Hispanic males (2.4 percent), and Asian males (4.2 percent) were slightly above the CLF, while Black males (1.8 percent), Black females (0), Hispanic females (0), Native American males (0), and Native American females (0) were either below the CLF or not represented.

GS-1102 Contracts and Procurement:

Employee representation increased by 12 to 173 in this series during FY 2002 constituting 5.3 percent of the total workforce. The following changes occurred: White males (+3), White females (+1), Black males (+3), Black females (+5), Native American females (0), Native American males (0), Asian females (+3), Asian males (0), Hispanic females (+2), and Hispanic males (0). The employment profiles of White males, Hispanic males, Asian males, and Native American males are below the CLF during this reporting period.

GS-1301 General Physical Science:

There was a slight increase (4) in employees occupying positions in this series. This series constitutes 6.9 percent of the professional positions, and 4.5 percent of the total workforce. Eighty-seven percent of the positions are graded GS 13-15. Parity data for this occupation is: White males (71.8 percent), White females (13.4 percent), Black males (2.7 percent), Black females (0.7 percent), Asian males (10.1 percent), and Asian females (1.3 percent). Total minority (14.7 percent) representation is above the CLF of 10.3 percent. Female (15.4 percent) representation is significantly below the CLF of 29.0 percent. White male (72 percent), Black male (2.7 percent), Asian male (10 percent), and Asian female (1.3) representation is above or consistent with the CLF. However, White females (13.3 percent), Black female (0.7 percent), Hispanic males (0), Hispanic females (0), Native American males (0), and Native American females (0) are either underrepresented in comparison to the CLF or not represented.

GS-301 Miscellaneous Administrative:

The number of employees serving in these positions increased slightly (9) during FY 2002 to 189. These positions constitute 5.8 percent of the GSFC workforce. Fifty-six percent of these positions are graded GS 13-15. Representation, is as follows, White males (21.2 percent), White females (57.1 percent), Black males (4.8 percent), Black females (13.2 percent), Hispanic male (1.1 percent), Hispanic females (0.5 percent), Native American males (0.0 percent), Native American females (1.1 percent). Overall female representation of 73.0 percent is significantly above the CLF. Total minority (21.6 percent) representation is also above the CLF. White males (21.2 percent), Hispanic males (1.1 percent), Hispanic females (0.5 percent) and Asian males (0.0 percent) are below the CLF.

GS-501 Financial Administrative:

In FY 2002 the positions in this series increased slightly (+7) from FY 2001 levels and constitute 3.4 percent of the total workforce at 113. sixty-seven percent of these positions are graded GS 9-12. The representation profile of this occupation is as follows: White males (8.8 percent), White females (65.5 percent), Black males (0), Black females (19.5 percent), Asian males (1.8), Asian females (3.5 percent), Hispanic males (0 percent), and Hispanic females (0.9 percent). Females constitute (89.4 percent) of this skill group, while minorities comprise (25.6 percent). Underrepresentation in comparison to the CLF is identified with the following groups: Black males (0), Hispanic males (0), Hispanic females (1), Native American males (0), and Native American females (0).

**NASA's Goddard Space Flight Center
Affirmative Employment Program
Accomplishment Report – FY 2002**

Grade Groupings

The following is a summary of EEO groups by grade grouping shown in percentages.

<u>Category</u>	<u>Senior Executive</u>	<u>GS-13-15</u>	<u>GS-9-12</u>	<u>GS 5-8</u>	<u>GS 1-4</u>	<u>Blue Collar</u>
White m	70.7	62.2	30.4	7.4	5.9	54.5
White f	19.0	18.9	36.6	49.6	41.2	0.0
Black m	3.4	4.5	9.5	3.7	5.9	38.6
Black f	0.0	3.1	16.3	34.8	29.4	2.3
Hisp. m	5.2	2.9	1.2	0.0	5.9	0.0
Hisp. f	0.0	0.8	1.0	2.5	11.8	0.0
Asian m	1.7	5.8	2.3	0.8	0.0	4.5
Asian f	0.0	1.6	2.3	1.2	0.0	0.0
Ind. m	0.0	0.1	0.3	0.0	0.0	0.0
Ind. f	0.0	0.1	0.1	0.0	0.0	0.0

Senior Executive Service & 16 – 18:

This category is comprised of 70.7 percent White males, a 1.7 percent increase from FY 2001, 19.0 percent White females, a 2.4 percent decrease from the previous year; 3.4 percent Black males, a 1.2 percent decrease from FY 2001, 5.2 percent Hispanic males, a 0.4 increase from the previous year, and 1.7 percent Asian males, a 1.7 percent increase. There is no representation of Black females, Hispanic females, Asian females, Native American males, and Native American females at this level. A total of 1.7 percent of the total workforce is at this level.

GS/GM –13 – 15:

There was a 0.9 percent increase in positions (20) in this grade grouping during FY 2002. At 2,155 onboard, this grade group contains the largest portion of our population (66.3 percent). Female representation in this grouping is slightly higher than prior year levels at 24.4 percent. Minority representation of 18.8 percent is also slightly above FY 2001 levels.

GS-9 – 12:

This population increased from prior year levels by 12.6 percent in FY 2002. Changes in the number of the population at this grade grouping are as follows: White females (16), White males (20), Black males (10), Black Females (16), Hispanic males (1) Hispanic females (3), Asian males (10), Asian Females (8) and Native American males (-1), Native American Females (-1).

GS-5 – 8:

Currently, 244 employees are clustered in this grade grouping, a decrease of 15 positions. Correspondingly, total female representation decreased by (14). minority representation increased by (3). Increases were also noted for Black males (3), Black females (2), Hispanic females (4), and Asian males (1).

GS-1 – 4:

The smallest portion of the GSFC workforce serves in this grouping of only 20 positions (0.6 percent of the workforce). This grouping is comprised of White males (5.0 percent), White females (30.0 percent), Black males (10.0 percent), and Black females (40.0 percent), Hispanic males (5.0 percent), and Hispanic females (10.0 percent). There is no representation of Asian males and females, and Native American males and females in this grouping.

Blue Collar:

Presently, the Blue-Collar population was 44 in FY 2002, a decrease of 2 positions. Blue Collar positions constitute 1.4 percent of the GSFC workforce. Ninety-eight percent of these positions are graded WG-9-12 as with numbers of employees as follows: White males (24), Black males (18), Black females (1), and Asian males (2), White females, Hispanic males, Hispanic females, Asian females, and Native American males and females are not represented in this segment of the workforce.

**NASA's Goddard Space Flight Center
Affirmative Employment Program
Accomplishment Report – FY 2002**

Program Element: Diversity

Problem/Barrier Statement: Attitudinal and behavioral biases exist which have a detrimental effect on assuring that all employees reach their full potential. This condition affects any employee who is not provided an opportunity to participate and be included.

Objective: To foster an inclusive organizational climate where employees respect, appreciate and value individual differences so that we can capitalize on the strengths of a diverse workforce to better perform our mission through teamwork and innovation.

Responsible Officials: Diversity Council

Target Date: FY '03

Action Item (s):

Promote an inclusive organizational climate where employees respect, appreciate and value individual differences so that we can capitalize on the strengths of a diverse workforce. These activities include proposing policies and advocating the provision of resources to ensure adequate support for implementation of diversity-related actions; developing strategies to ensure that the Center attains a highly skilled and diversified workforce that is integrated at all levels; and ensuring that leadership, development, management and supervisory training include applicable diversity components.

FY 2002 Accomplishments:

Diversity Dialogue Project (DDP) --- Phases B and C of an innovative facilitated dialogue program to increase employees understanding of diversity issues was completed. Approximately 10% of the Goddard workforce has participated since the DDP began in 2001. With positive feedback provided by the participants, the DDP will be on a continuing basis.

Dialogue with supervisors -- Diversity Champion and Deputy Center Director Bill Townsend completed meetings with supervisors to dialogue on diversity issues. Approximately 85% of supervisors participated in the dialogue. The meetings are a means for supervisors to dialogue on why diversity is important to Goddard, hear senior management perspectives on diversity, learn what's currently being done at Goddard, and to ask their assistance in making the Workplace Vision a reality.

Work Team Diversity metrics --- Collection of data for the Work Team Diversity application continued, to understand the level of diversity on the Center's work teams, to sensitize team leaders so they take responsibility for ensuring diversity on their work teams and to demonstrate the validity of the Business Case for diversity.

Diversity Strategic Plan --- The 3-year Diversity Strategic Plan was released in February. The plan will be considered as a work in progress with directorates reporting semi-annually on their progress towards the objectives. The reports demonstrate how directorates are utilizing the diversity in the directorates, what they are doing to promote an inclusive environment, describe Best Practices that other directorates can learn from, what is actually being done to demonstrate what we mean when we say diversity and the progress towards this end.

Communication – Employees are kept abreast of the Center’s diversity initiatives and activities through periodic articles in Goddard News, through mention during the All Hands, through the diversity Website (<http://diversity.gsfc.nasa.gov/>) and through the Diversity Council’s Annual Report.

Quality of Work Life (QWL) Program – A QWL needs assessment study was completed in June. The survey captured data on employees’ satisfaction with current benefits, services and policies; the need for additional or different services; perception of work and personal life balance; and the relationship between quality of work life and recruitment, retention, teamwork and diversity. While the survey results revealed an overall positive feedback of the Center’s QWL activities (89% agreed that Goddard was a great place to work), issues were identified which are currently being addressed. These include (but are not limited to):

- ❑ Awareness and communication of QWL benefits and program
- ❑ Flexible work arrangements and telecommuting
- ❑ Awards and recognition programs
- ❑ Health unit services
- ❑ Dependent care services (elder and child), college planning and legal assistance programs

Measurement tool – the Diversity Council explored TWI’s Equity Assessment as a tool to measure the diversity climate at Goddard. The Council will assess the results of the recently distributed Goddard Culture Survey before proceeding with the Equity Assessment.

Management retreats with a diversity component -- the Diversity Council held its Annual Retreat in November with Dr. Ed Nichols, who spoke on cultural competence. The Retreat is a way for Council members to continue the learning by hearing different perspectives on diversity, exploring the spectrum of diversity and validating our progress.

Diversity Awareness Programs/workshop – Three diversity courses were available to employees -- Diversity: The Value of Mutual Respect; Building Bridges of Understanding; and Leading Diverse Teams to Excellence. Additional courses are being developed and we will continue to evaluate various resources to help educate employees on the importance of respect and inclusion.

**NASA's Goddard Space Flight Center
Affirmative Employment Program
Accomplishment Report – FY 2002**

Program Element: Workforce

Problem/Barrier Statement: Failure to develop a cohesive strategy to target the recruitment of women in the professional occupations of computer engineer, general physical science, accounting, meteorology, astronomy, and geophysics.

Objective: To increase the workforce representation of women in these professional occupations.

Responsible Official: Chief, Equal Opportunity Programs Office, Federal Women's Program Manager, and Internship Program Managers.

Targeted Date: FY 2004

Action Item(s): In order to continue to increase workforce representation in targeted fields, continue to encourage White women to enter the professional occupations of computer engineer, general physical science, accounting, meteorology, astronomy, and geophysics. This should be accomplished through programs and activities such as the college level programs such as Women in Science and Engineering (WISE) and other internships, and develop a plan to increase females in computer engineering.

FY 2002 Accomplishments:

The WISE program is a joint effort of NASA and Spelman College, a historically black college in Atlanta, Georgia. The WISE program is designed to help increase the number of minority women in the fields of engineering, science, and mathematics. The WISE scholars receive a 4-year scholarship for 50 percent of their tuition from NASA, providing they maintain a 3.0 Grade Point Average (GPA).

During the summer of 2002, six WISE scholars participated in internships at Goddard. During this time, they worked with mentors to accomplish meaningful research and technical experience and completed individualized research projects and technical research papers. They also participated in various colloquia, had exposure to management in a roundtable discussion with the Center Director, and made presentations about their projects within their directorates, branches, and divisions. The interns also participated in panel discussions with engineers, dialogue groups, and a site visit to the Wallops Flight Facility. Two of the interns acted as mentors for the SISTER program, which is described below.

In FY 2002, the SISTER program involved 20 adolescent girls who were between the 7th and 8th grades. Both minority and non-minority girls took part in the program. During the

summer of 2000, the girls shadowed scientists and engineers, worked with mentors, and attended field trips and seminars.

In addition to the WISE and SISTER programs, Goddard sponsored several other internships, which included White women: High School/High Tech, Achieving Competency in Computing, Engineering, and Space Science (ACCESS), and Summer Institute in Engineering and Computer Applications (SIECA).

GSFC participated in conferences and activities for developing relationships with organizations that sponsor and promote minorities and women. Goddard participated in a variety of minority student-based and Community-based conferences this year. The purpose of our participation is to inform the public of educational and employment opportunities available at GSFC, as well as to share excitement about the various Goddard projects and resources. In FY 2002, we participated in the following activities:

- Take Our Daughters to Work
- Society of Women Engineers
- Society of Hispanic Professional Engineers (SHPE)
- National Society of Black Engineers (NSBE)
- American Indian Scientist & Engineering Society (AISES)
- Mexican American Engineers and Scientists (MAES)

In FY 2002 the Office of Human Resources (OHR) continued their proactive plan to increase hiring of White females in computer engineering (the occupational group most underrepresented) because we were not able to successfully reach our goals for FY 2002. This plan will coincide with FY 2002 hiring and was approved by the EO Council.

In an effort to make Goddard a model workplace that will be more attractive to women and increase the quality of worklife, the GSFC has implemented a workplace lactation program for nursing mothers. The program's purpose is to provide Goddard's nursing mothers with private, sanitary, onsite space to express their breast milk without unduly extending their workdays or adding stress to their already busy lives.

The lactation rooms are equipped with hospital grade breast pumps. Use of the facility is free. At the end of FY 2002, we had five rooms in operation (four at Greenbelt and one at Wallops) and five more scheduled to come online in FY 2003.

**NASA's Goddard Space Flight Center
Affirmative Employment Program
Accomplishment Report – FY 2002**

Program Element: Workforce

Problem/Barrier Statement: Based on 1990 parity levels, White women, Black women, Asian and Pacific Island American women, Hispanic men, and Asian and Pacific Island American men are underrepresented in technician positions.

Objective: To increase the workforce representation on White women, Black women, Asian and Pacific Island American women, Hispanic men, and Asian and Pacific Island American men in technician positions.

Responsible Official: The Director of OHR and the Director of AETD

Target Date: FY 2002

Action Item(s): Expand the use of the Technician Apprenticeship Program (TAP) in order to increase the workforce representation of White women, Black women, Asian and Pacific Island American women, Hispanic men, and Asian and Pacific Island American men in technical positions, and ensure that participants receive the appropriate training needed to reach journey level.

FY 2002 Accomplishments:

The TAP is a formal 4_-year training program consisting of college-level academic class work and on-the-job training. The program is registered with the U.S. Department of Labor and the Maryland Apprenticeship and Training Council. Apprentice technicians are full-time Federal employees of NASA, and enjoy the same benefits as other Federal employees, such as accrual of annual and sick leave, eligibility for health insurance, a retirement program, and generous training opportunities.

At the end of FY 2002 we have 4 individuals in the Technician Apprenticeship Program (TAP). one Hispanic male, one Black male, one Black females, one White male. We do not expect to replenish this program or do further hiring in this area because Technicians will be replaced with contractor personnel in accordance with the FAIR Act. Therefore this accomplishment is no longer viable.

**NASA's Goddard Space Flight Center
Affirmative Employment Program
Accomplishment Report – FY 2002**

Program Element: Workforce

Problem/Barrier Statement: Based on 1990 parity levels, Black males, Hispanic males and females, and Asian males and females, and Native Americans are underrepresented in clerical positions.

Objective: To increase the number of underrepresented minorities in clerical positions.

Responsible Officials: Director of OHR, African American Program Manager, and Directors of.

Target Date: FY 2004

Action Item(s): In order to increase the workforce of underrepresented minorities in clerical positions, take actions that include the following: target recruitment of veteran employment services at GS-5 and above, make a greater effort to recruit from programs that offer transitions from school to work; encourage increased participation in the Cooperative Office Experience (COE) Program by working with high schools with significant representation of underrepresented minorities

FY 2002 Accomplishments:

GSFC established the COE Program to identify entry-level clerical employees for the Center. The program provides the opportunity for high school students to gain office experience, part-time, while attending high school. The advantages for the student include gaining on-the-job work experience, applying what he or she has learned in school, gaining counsel and supervision during the period of adjustment to a job situation, and earning money. The advantages for GSFC include observing potential employees before making a hiring commitment, reducing the cost of recruiting and training clerical employees, creating a pool of trained workers for clerical positions, and providing more involvement with the community. We currently work with Prince George's County, Montgomery County, and Anne Arundel County high schools to support this program.

The applicant must be a high school senior with career objectives in office occupations and be available for employment upon graduation. He or she must have had 1 year of typing and be able to type 40 words per minute. Shorthand is optional. Prospective COEs must have a good attendance record, desirable personality traits, a GPA of 2.7 in business and English (for grades 10 and 11), and be at least 16 years old. The applicant must have his or her own transportation to work. If the student meets these criteria, he or she may then be interviewed for the program.

In the academic year ending in June 2002, there were a total of 8 participants: 2 Black males, 1 African-American female, 1 Asian - Pacific female, 2 Non-Minority females, and 2 Non-Minority males.

The clerical field at Goddard has remained relatively flat with a slight decrease to 165 from FY2001. Initiatives to alleviate the general clerical shortage and increase minority representation are ongoing.

**NASA's Goddard Space Flight Center
Affirmative Employment Program
Accomplishment Report – FY 2002**

Program Element: Workforce

Problem/Barrier Statement: Based on 1990 parity, White women, minority women, Hispanic men, and Native American men are underrepresented in blue-collar positions.

Objective: To increase the workforce of White women, minority women, Hispanic men, and Native American men in blue collar positions.

Responsible Official: Director of Human Resources and Director of Management Operations

Action Item(s): Use the Wage Grade Apprenticeship Program (WGAP) in order to increase the workforce on White women and Hispanic men in blue-collar positions.

FY 2002 Accomplishments:

The number of blue-collar workers at Goddard remains steady at 44. Because of competitive sourcing, it is not anticipated that there will be any Wage Grade apprentice positions this FY.

**NASA's Goddard Space Flight Center
Affirmative Employment Program
Accomplishment Report – FY 2002**

Program Element: Workforce

Problem/Barrier Statement: Based on 1990 parity, women are underrepresented in Program Management (NASA Classification Code 340) positions.

Objective: To increase the workforce of women in these positions.

Responsible Official: Director of FPP, Chair, and members of the Women's Advisory Committee.

Target Date: FY 2002

Action Item (s): Use the Project Management Development Enterprise Program (PMDE) to increase the workforce of women in Program Management (NASA Classification Code 340) positions.

FY 2002 Accomplishments:

PMDE is a developmental program established by Center management for the purpose of providing to selected technical and professional administrative employees the work experiences, training, guidance, and direction necessary for them to assume key management positions on the Center's flight projects and in other Center directorates. Although initially established to eliminate a threat to the continuity of professional management of flight projects due to retirements/buyouts, the program has since been expanded to include eventual placement in all Center directorates. Project Management is a discipline that requires very specific training and experience. PMDE ensures continuity in professional, high quality Project Management, thus assuring a well-trained cadre of graduates as potential Center Managers. PMDE was initiated in 1990.

Key features of the program:

- Entry level is generally GS-12 through 14 for technical, and GS-12 – through 13 for administrative applicants.
- An average of 25 percent of the participants time will be applied to satisfying the developmental training and work experience requirements of the program.
- The participant's full performance level will be GS-15. Actual promotion will be dependent on position availability and performance of the participant.

- A specific PMDE training and work experience element will be incorporated into the employee's performance plan.
- A mentor will be assigned to each participant. The mentor's role will include guidance, counseling, and direction.
- PMDE will provide participants accelerated development, which will qualify them for direct assignments to positions of progressive responsibility and promotion opportunity without further competitive advertising.

This program was reinstituted in calendar year 1998. The program selects participants who take part in many activities in addition to their official duties. These "extracurricular" activities include meetings with a mentor with monthly status.

At the beginning of FY 2002, there were 17 people in the PMDE Program. Due to 4 graduations during the year, there were 13 participants in the program at the end of the year: 9 were females: 5 were White, 2 were Black, 1 Asian, and 1 Hispanic. There were also 4 males: 1 was White, 2 were Black, and 1 Hispanic. Efforts towards achievement of this action are continuing. GSFC is planning to advertise for a new class of participants during FY 2002.

NASA's GODDARD SPACE FLIGHT CENTER
Affirmative Employment Program
Accomplishment Report – FY 2002

Program Element: Workforce

Problem/Barrier Statement: Increase Hispanic representation in the administrative/professional occupations and gender focus of male and females in Miscellaneous Administrative (301), males and females in Financial and Administrative, (501), males and females in Management Analyst (343), male Computer Specialist, and female Accountant (510) commensurate with their representation in the CLF.

Objective: Eliminate underrepresentation in these administrative/professional categories and increase awareness in the Hispanic community of GSFC as a potential employer.

Responsible Official: Director of OHR, Chief of the EOPO, and Appropriate Directorates

Target Date: FY 2004

Action Item(s): Focused recruitment for positions at colleges and universities that with high Hispanic enrollment. Participate annually in conferences sponsored by Hispanic organizations to recruit Hispanic students. Advertise in Hispanic publications and newspapers. Meet with OHR to develop an action plan. Status will be reviewed by the EO Council

FY 2002 Accomplishment/Update:

- Met with the Chairperson of the Hispanic Advisory Committee for Employees (HACE) on statistics and programmatic issues concerning Hispanic employment.
- In anticipation of the release of census data for the year 2000, which will likely show a large increase in the Hispanic population in professional/administrative disciplines, Goddard is actively seeking Hispanic candidates to fill these positions. In FY 2002, Goddard brought in 13 professional/administrative interns from the University of Puerto Rico – Rio Piedras and the University of Puerto Rico – Mayaguez to work in our resources, accounting, and procurement areas. Of these 13 students, two have been hired full time and two more have been hired as co-op students. It is anticipated that at least 10 additional business/accounting students will be brought to Goddard during the summer of 2003.
- In FY 2002, the Center continued to conduct fresh-out recruiting and hiring. As a result, visits were paid to schools with significant Hispanic enrollment, such as the University of Puerto Rico – Mayaguez, the University of Puerto Rico – Rio Piedras,

the University of New Mexico, and City College of New York. In addition, in FY 2002, a Hispanic employee working in Goddard's Applied Engineering and Technology Directorate (AETD) participated in the NASA Administrator's Fellowship Program. He spent most of FY 2002 as a faculty member of the University of Puerto Rico – Mayaguez. Goddard also played a very visible role at the Society of Hispanic Professional Engineers Conference in Minneapolis in February 2002, with a workshop conducted about employment, internship, and cooperative education opportunities at the Center. In 2002 two CO-OP students were converted to full-time employees.

- The Hispanic community was very well represented in our summer internship and CO-OP programs in FY 2002. Seven Hispanic students participated in our co-op program, and 25 participated in the summer internship programs sponsored by the Equal Opportunity Programs Office. These students represented colleges and universities around the country, including the University of Puerto Rico (Rio Piedras and Mayaguez), Polytechnic University of Puerto Rico, Stevens Institute of Technology, and California State University – Fresno.
- Our student employment program serves as an excellent feeder to permanent employment. There will be some limited opportunities for permanent employment at Goddard in 2003, so the Center will draw on former participants in our student programs as potential candidates for these positions.
- Goddard has also had a relationship with the Stevens Institute of Technology in Hoboken, New Jersey, since 1996 to address the relative lack of Hispanic students studying science, mathematics, and engineering. This program, the NASA/GSFC – Stevens Distance Telementoring Program, pairs Goddard Hispanic engineers with teachers in northern New Jersey who have high Hispanic student populations. The Goddard engineers serve as resources to the teachers and students, as well as role models. Goddard also has a continuing partnership with ASPIRA, one of the largest Hispanic non-profit agencies in the country. In the past, members of ASPIRA have spent time at Goddard to develop action plans to utilize NASA resources in communities with high Hispanic populations. Our Education Programs Officer has presented at the ASPIRA National Conference to try to encourage additional Hispanic youth participation in NASA's educational programs.

**NASA's Goddard Space Flight Center
Affirmative Employment Program
Accomplishment Report – FY 2002**

Program Element: Promotions

Problem/Barrier Statement: In grades 14 and above, under-representation of minority females and minority males in administrative positions, and minority females and males in professional positions.

Objective: The number of promotions of members of identified groups will be representative of the entire population for administrative and professional positions at GS-14 and above.

Responsible Official: Directors of, Chief of EOPO, Director of OHR.

Target Date: FY 2002

Action Item(s): Use the peer review mechanism to increase the number of promotions of minority females and males in administrative positions at GS-14 and above so that there will be better representation. Similarly, increase promotions for White females and minority males in professional positions at GS-14 and above.

FY 2002 Accomplishments:

GSFC's redesigned promotion process continued its phased implementation during FY 2002.

Change to promotion process:

Elimination of standing panel reviews for promotions above the full performance level to GS-14 and GS-15 positions.

During FY 2002 promotion criteria were established for engineers, scientist, and project managers. Promotion Review Process – for accretion promotions of scientists and engineers reviews based on new criteria. Reviews solicit employee input. Professional administrative promotion criteria will be completed by end of FY 2003.

During FY 2002, there were a total of 20 promotions to the GS 14 and above in the administrative occupations. Of the 20, 13 promotions were for minorities and white females: 2 African American females, 1 Asian female, 1 Native American male, and 9 White females.

During FY 2002, there were a total of 163 promotions to the GS 14 and above in the professional occupations. Of the 163, 67 promotions were minorities and women: 17 African

American males, 3 African American females, 9 Asian males, 5 Asian females, 5 Hispanic males, 3 Hispanic females, and 21 White females.

**NASA's Goddard Space Flight Center
Affirmative Employment Program
Accomplishment Report – FY 2002**

Noteworthy Achievements

FY 2002 Accomplishments:

- The GSFC Center Director continues to ensure managers are accountable for achieving affirmative employment objectives by chairing the Quarterly EO Council meetings, which include Directorate accountability reporting of AE Goals and objectives.
- Greenbelt, Maryland. GSFC continues to maintain a separate EO Office at that field unit by a full-time Equal Employment Opportunity (EEO) Specialist. In addition, the Office of Human Resources (OHR) has a WFF employee on detail to provide an on-site focal point to HR matters.
- Enhancements have been made to NASA STARS. The enhancements include a Notification Service to assist employees in searching for jobs and an Applicant Services portal to enable employees to easily manage their Resume Builder accounts and view status on vacancy announcements for which they have applied.
- OHR has moved forward in implementing the Accelerated Leadership Program (ALP) by soliciting applications for entrance. ALP is a developmental program established for the purpose of providing participants with a variety of work experiences, training and instruction that will prepare them to be future leaders at the Center. The announcement was posted in Aug. 2002, 89 applications were received. 57 applications were certified and all 57 were interviewed. The selections were made in Dec. 2002 and 20 individuals were selected for the program. The program kicked-off on Jan. 29, 2003 with a welcome reception hosted by Al Diaz. The first ALP cohort will begin in FY2003
- The Co-op Program is committed to recruit from a variety of culturally diverse schools. Several partnerships have been established with schools throughout the country, including Howard University, North Carolina A&T, Morgan State University, University of Puerto Rico – Mayaguez, Florida International University, University of California at Berkeley, and Rochester Institute of Technology. The program is currently comprised of: 7 African-American females, 13 African-American males, 2 Asian -Pacific females, 2 Asian -Pacific males, 4 Hispanic females, 5 Hispanic males 17 Non-Minority females, and 19 Non-Minority males. Two of these participants are persons with disabilities.

- In FY2002, OHR published promotion criteria that was developed by Center subject matter expert teams to help foster employee's understanding of the criteria needed to advance to higher grades. The criteria for Project Management positions at GS-14 and GS-15, and for Engineering positions from GS-9 through GS-15 were published on the OHR website.
- African American Managers Council Annual Retreat was held in April 2002 at Nixon's Farm. The purpose of the retreats is to provide training and development uniquely focused on issues related to African American Managers. It also provides a venue for networking and establishing working relationships, which leads to greater managerial effectiveness for the participants.
- In October 2002, OHR rolled out a new web-based ad hoc database, entitled Workforce Information Tool, to all of the Administrative Officers, the EO programs office, and members of OHR. This database provides access to comprehensive personnel and training data for the Center's civil servant population and is a tool which enables the Center to better manage its workforce.
- In FY02, the GSFC Equal Employment Opportunity Council established EEO regulatory training requirements for all new and tenured supervisors. By the end of FY02, 50% of all new supervisors (20/40) and 30% of all tenured supervisors (83/305) were compliant with the Council's mandate. In accordance with the Center's recent Class Action Settlement Agreement (CASA)--which provides more stringent training requirements--the Equal Opportunity Program Office (Code 120) and OHR will be joining forces to ensure that all GSFC supervisors and managers are 100% compliant with their current training requirements.
- OHR provided a myriad of training programs and initiatives, and career forums to aid in employee professional development and career enhancement. FY02 also saw the grand opening of the Professional Development Center (PDC) in Building One. The PDC offers individual and group career coaching, assessments and skill inventories, individual development planning and goal setting, and a wide array of other services.
- The Women's Advisory Committee and OHR offered two off-site workshops for women which are designed to help women make value-based decisions about their priorities for work and home. The title of the workshop was "You Go Girl: Using Your Values While Going For Your Goals."
- GSFC Directorate noteworthy accomplishment highlights:

Code 200

Overall, for FY02, we had good progress in meeting our goals for African Americans and People with Disabilities while some other groups showed little or no progress. The Co-op Program is still an important feeder program and last year had 61 participants; however, the majority of skills were focused in the technical areas. This program does provide us with a diversity of students: 46% minorities and 54% non-minorities in FY02. Other

feeder programs such as the COE, NASA Contract Intern Program (NCIP) in Code H, and OHR and EEO Internship Programs have become increasingly more important for their ability to focus on and attract minorities in underrepresented groups. Factors influencing our hiring and progress towards parity include limited outside hiring authority and the FAIR activities. Further information is provided in the enclosures under the appropriate skill group (Enclosures 1-4).

Noteworthy Directorate initiatives include establishment of a Supervisory Forum, the Procurement Mentoring Program, the Quality of Work life Program, and various employee development activities as mentioned in Enclosure 5.

In keeping with our Goal Champion Action Plan, we will be meeting in February with the Goal Achievers (Codes 110, 150, 400, 500, and 800) to strategize obtainment of Center hiring goals. We will also be maintaining an active dialog with OHR in recruitment processes and working closely with EO Advisory Committees in advertisement of vacancies.

Code 400

Peer Awards Program - This year the FPPD added a new peer award category for Diversity. This award is given to an individual who contributes to creating an environment where differences are valued and appreciated and who models integrity, respect and fairness in working with others. This award recognizes an employee or manager for their initiative, contributions and achievements that advance FPPD's goals toward creating an environment where diversity and difference is valued and respected and where each employee can contribute to their maximum potential.

PMDE – At the end of CY 2002 one additional (white female) person graduated, followed by another (Asian female) in January 2003. Although this reduced the active mentees to eleven, they were joined by nine new people accepted into the program (November 2002). The new class of nine is comprised of:

- ❖ 3 White males
- ❖ 4 White females
- ❖ 1 African American female
- ❖ 1 Asian female

Code 500

AETD Minority Career Mentoring Program continued in FY02. This program targets the minority workforce using a one-to-one relationship or partnership that focuses on the career development needs of an individual so that maximum growth potential can be achieved.

The program benefits the AETD organization by increasing the institutional knowledge and skills, increasing communications among people of different levels of organization, creating a diverse pool of qualified employees for job opportunities, and improving morale.

AETD has a Directorate Diversity Focus Group -

- Members from all over AETD, different skill groups, and ages
- Meets monthly
- Has yearly retreat
- Developed Web Site
- Rewrote AETD Diversity Policy
- Wrote criteria for AETD Diversity Award
- Created AETD Quality of Work Life Committee

AETD Excellence Awards -

- AETD created a new directorate award - Excellence in Diversity
- Winner(s) receive a \$1000 award and an AETD pyramid
- Anyone in the directorate can nominate a candidate
- A diverse committee (including supervisors and non-supervisors) selects winner

AETD hiring goals for African American (AA) Other Engineers were exceeded by 50% and this group is now above parity as is every group but People with Disabilities. An all time high number of people in this category were hired.

Supervisor Parity -

- Numbers improving particularly in minority female population
- Went from 0 minority females at BOY to 1 API and 3 AA's

Other Diversity Activities

- Director of has "Talking to the Troops" sessions with each branch
- Associate Director's series with female technicians

Wallops -

- Now have separate branches at Wallops
- Are allocating Co-Op slot per branch at Wallops with emphasis on minority/female hires
- Developed a separate Wallops recruiting brochure
- Are working with UMES to expand degree programs there

Code 900

- 13 hires (30% minorities, 38% female)
 - 266 awards (16% minorities, 33% female)
 - 33 promotions (24% minorities, 15% female)
 - 13 hires (30% minorities, 38% female)
 - 1 minority male accepted and started the Senior Executive Service Candidate Development Program (SESCDP)
 - Selected a COE for FY03
 - Formed a Code 900 Diversity Committee
-
- GSFC Office of Equal Opportunity Programs Office has sponsored a host of special emphasis programs and activities. A sample of these activities is enclosed under the "Additional Information" tab.

NASA's Goddard Space Flight Center

**Affirmative Employment Program
Accomplishment Report – FY 2002**

Wallops Flight Facility

Wallops Flight Facility

Critical Issues

There is under representation of Hispanics, Asians, and Native Americans at all grade levels with the exception of Hispanic engineers (GS-13). Although African Americans are represented, eight of eleven African American females are at or below GS-7.

Affirmative Action Strategies:

- Continue Mentoring Program for WFF employees
- Consider Student Programs
- Create a New Employee Transition Team
- Develop Hiring Plans & Explore Use of incentives & increased marketing
- Develop career development program for administrative support staff at GS-9 and below, targeting African American women at GS-7 and below in particular
- Consider career development for minority and women employees at GS-12 and above, e.g., details & Identify women and minority nominees for leadership training
- Improve climate relative to Recruiting & Retention
- Explore use of Business Management-Professional Administrative Initiative

**NASA's Goddard Space Flight Center
Affirmative Employment Program
Accomplishment Report – FY 2002**

Wallops Flight Facility

Noteworthy Achievements

Along with team which included EO Advisory Committee members and other volunteers, conducted American Heritage Week, October 7-9, 2002, with activities including but not limited to:

- workshops
 - demonstrations
 - Name That Flag Contest
 - Center Director's Colloquium
 - created Voices of Wallops singing group
 - recognized Wallops Paper Recycling Contractors, all persons with disabilities
 - hosted UMES Gospel Choir,
 - conducted Celebrate Wallops Day with diverse vendors and Wallops organization participation
 - hosted video series of diverse tapes, emphasis on Native American heritage
 - hosted 9th annual International Luncheon
- Sponsored Disability Awareness Training for supervisors and managers, September 2002
 - Hosted MLK Day and BHM Observance, February 2003

Wallops Black History Club

- Sponsored annual Black History Month program including presentation of monetary Academic Achievement Award, February 2003
- Served as partner to Science, Engineering, Mathematics and Aerospace Academy (SEMAA) by providing guest speaker, a/v services, and mentoring, May 2002 to date

**Women of Wallops
Federal Women's Program**

- Women of Wallops Day - January 2002, "Capitalize on Change: Creating New Solutions to Old Problems", "Take Back Your Life: Self Esteem & Stress Management for Real People", and "Success is an Inside Job"
- Women's History Month - March 2002, "The Case of Victoria Woodhull"
- Women's Equality Day - August 2002, "Family and Career: How Things Have Changed!"

- Continuing Education - December 2002, Old Dominion University distance learning overview

- Take our Daughters to Work Day, April 2002

Partnered with Navy and NOAA

94 students participated, 75 girls, 19 boys

7 morning tracks:

Catch the Wind!

Environmental Engineering

Marine Biogeochemistry

NOAA

Programming Robotics

Rescue & Weapons

Space Shuttle Educational Projects

9 afternoon activities:

Flight Modem demonstration

GPS Mapping demonstration

NASA Tracking Station tour

NASA Visitor Center SEM/wildflower de-integration

Programming Robotics

Control Center tour/mock launch

ULDB demonstration

Interview with scientist/engineer

Sponsor provided activity

**NASA's Goddard Space Flight Center
Affirmative Employment Program
Accomplishment Report – FY 2002**

Discrimination Complaint Processing

GSFC administers its EEO discrimination complaint process in compliance with 29 CFR Part 1614 and the EEOC Management Directive 110. Descriptions of the process and counselor information are posted on the web, on boards in every Center building and printed in the Center phone book.

Typically, persons who believe that they have experienced discrimination, contact an EEO counselor who seeks to resolve the issues raised. Since January 1, 2000, complainants have the choice of traditional EO counseling and mediation as a form of Alternative Dispute Resolution. At this early informal stage, the emphasis is on resolution of the issues and not on judgment about the merit of the allegations. If the issues are not resolved, the aggrieved person has the right to file a formal, written complaint with Headquarters. From that point forward, Headquarters handles the investigation, hearing, and subsequent determination of discrimination. In some cases, we have continued to negotiate and reach a settlement.

Our recent complaint history is as follows:

Table 1: EEO Counseling Activity

<u>Resolution/FY</u>	<u>FY 98</u>	<u>FY 1999</u>	<u>FY 2000</u>	<u>FY2001</u>	<u>FY2002</u>
New Cases Counseled	<u>14</u>	<u>11</u>	<u>15</u>	<u>11</u>	10
Cases Resolved	4	6	8	4	2
Formal Complaints Filed	7	1	6	5	7
Complaint Dropped	3	2	1	1	1
Still in Counseling	-	2	0	1	-

Table 2: EEO Counseling Activity
Basis (es) of Complaint

<u>Basis/Fiscal Year</u>	<u>FY98</u>	<u>FY 1999</u>	<u>FY 2000</u>	<u>FY2001</u>	<u>FY2002</u>
RACE	5.3	3.5	6.5	5.5	3
SEX	1.5	1.5	4	2	2
AGE	3.3	2	2	.5	2
HANDICAP	0	2	1	2	1
RELIGION	0	1	0	0	0
REPRISAL	2.8	1	1.5	0	2
NAT. ORIGIN	1	0	0	0	0
Total	<u>9</u>	<u>11</u>	<u>14</u>	<u>15</u>	<u>10</u>

**NASA's Goddard Space Flight Center
Affirmative Employment Program
Accomplishment Report – FY 2002**

Discrimination Complaint Processing

Race is the primary basis cited in Goddard discrimination complaints. The following table provides some further information on this group.

Table 3: Detail on Race Based Complaints

	<u>FY97</u>	<u>FY98</u>	<u>FY 99</u>	<u>FY00</u>	<u>FY01</u>	<u>FY02</u>
Total Complaints Counseled	<u>11</u>	<u>14</u>	<u>11</u>	<u>15</u>	<u>10</u>	<u>10</u>
Complaints Citing Race as a Basis	6	8	6	6.5	5.5	3
# (percent) filed by whites	1 (17%)	0 (33%)	2 (33%)	0 (100 %)	1.5 (70 %)	0 (0%)
# (percent) filed by African-Americans	5 (100%)	7 (83%)	4 (80)	6.5 (88%)	3.5 (67%)	3 (100%)
# Resolved informally	2	3	1	6	1	1
# Who Filed Formal Complaints	2	4	1	.5	3	2
Issues: Nonselection/Not promoted						
Of all complaints	3	9	2	0	4	5
Of complaints by African Americans	0	2	6	0	2	2

In recent years, we have initiated several new efforts to foster resolution of discrimination complaints.

In FY 1996, we developed a training program for managers and employees who had been selected to participate as management representatives and mediators in our ADR process. EO managers from other agencies attended this training and it has been used as a prototype at other NASA Centers.

In January 1997, we published a brochure entitled "Sexual Harassment: What it is and what you can do about it." The brochure provides up-to-date information that is based on recent legislation and case law. It also includes suggestions for people who find themselves involved in some aspect (as a victim, supervisor, witness, or accused) of a harassment situation.

In 1998, we have worked with the Goddard Contractors Association to develop guidelines for inquiry and resolution of allegations that cross public and private sector or corporate lines. Our benchmarking activity indicates that we are the first government installation to develop such a process. Details are available on the EOPO Home Page <<http://eeo.gsfc.nasa.gov>>.

Effective January 1, 2000, two options, counseling and mediation, became available at GSFC for attempting to informally resolve issues raised in the EEO discrimination and complaint process. Both traditional EEO Counseling and the new ADR process offer the services of trained collateral duty personnel to facilitate problem solving. Brochures detailing information about EEO counseling and mediation with a list of the GSFC EEO counselors were distributed to each employee at GSFC in February 2000.

This past year the Executive Council decided to require all supervisors to take refresher training in EEO regulations every three years. All new supervisors are required to take 8 hours of classroom training during their probationary period. Seasoned supervisors are required to take _ day training. They have a choice of classroom or web-based training. All supervisors will be compliant with this new guidance by the end of FY 2003.

**NASA's Goddard Space Flight Center
Affirmative Employment Program
Accomplishment Report – FY 2002**

G L O S S A R Y

Action Item: A step which has been identified towards achieving objectives documented in the Accomplishment Report of Objectives and Action Items.

Civilian Labor Force Data: People, age 16 or older, who are employed or seeking employment. These statistics exclude those in the Armed Forces. Civilian labor force data are published on a nation-wide basis and also by locality (referred to as Standard Metropolitan Statistical Area).

EEO Groups: White men, White women, Black men, Black women, Hispanic men, Hispanic women, American Indian/Alaskan Native men, American Indian/Alaskan Native women, Asian American/Pacific Islander men, and Asian American/Pacific Islander women.

Employee: Either a full-time or part-time member of the agency's work force who is employed on a permanent basis. This term does not include those individuals hired under temporary or intermittent appointments.

Fiscal Year: The reporting period from October 1 of one year to September 30 of the following year.

Mission related occupations: These are occupations with 100 or more employees.

Occupational Categories: These are the major employment categories for White-collar and wage board pay systems. They are classified into the following six groups: Professional, Administrative, Technical, Clerical, Other, and Blue-Collar (often referred to by the acronym PATCOB).

Underrepresentation: This situation occurs when an EEO group constitutes a smaller percentage for a given occupation or occupational category, in proportion to the group's percentage representation in the applicable civilian labor force. Severe underrepresentation manifests itself when an EEO group is absent from an employment category. (Term is synonymous with manifest imbalance).